



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy
Aviation System Standards

ORDER
JW-3
8200.6C

Effective Date:
4/16/2010

SUBJ: Coordination of Flight Inspection Procedure Packages

1. Purpose of This Order. This order establishes policy and assigns responsibility for coordinating Instrument Flight Procedure (IFP) packages between National Aeronautical Navigation Services and the Flight Inspection Operations Group (FIOG). Once the IFP package is designated for flight inspection, it is referred to as a flight inspection procedure package.

2. Audience. All Aviation System Standards (AVN) employees and managers who prepare or process flight inspection procedure packages.

3. Where Can I Find This Order? You can find this order on the AVN website:
<http://www.avn.faa.gov/index.asp?xml=fioo/info>

4. What This Order Cancels. This order cancels Order JW-3 8200.6B, dated May 22, 2009, and Notice N JW-3 8200.41, dated September 18, 2009.

5. Explanation of Policy Changes. This order redefines the responsibilities of National Aeronautical Navigation Services and the FIOG for preparing and processing flight inspection procedure packages.

6. National Aeronautical Navigation Services Responsibilities for Package Contents. National Aeronautical Navigation Services will prepare a flight inspection procedure package for all original or amended IFP(s), prior to publication. National Aeronautical Navigation Services may approve exceptions for amended procedures that have only minor editorial changes. National Aeronautical Navigation Services also processes procedures packages from Air Traffic (AT), U.S. Army, and other external sources; these are coordinated using other applicable directives and, to the extent possible, this order. National Aeronautical Navigation Services personnel will assemble the following documents that comprise each individual flight inspection procedure package:

a. Flight Procedure Tracking Form (PC), VN 8200-6. A PC is required for each primary Procedure, Airway, Fix, Expanded Service Volume (ESV) request, and Night Evaluation request submitted for Flight Inspection review. Fixes and ESV(s) that are part of a procedure may be included in the procedure package instead of being submitted separately. The "Procedure Comments" block of each PC must contain:

(1) A list of all forms and documents in the package, including new or revised ESV(s) and waivers.

(a) Add "Int" after the name for each Form 8260-2 fix record which is made up of NAVAID radials and/or a radial and DME (e.g., "ALEFO Int – Orig").

(b) Do not add a modifier to the name of a waypoint which is made up solely from GNSS (e.g., "FLOUR – Rev. 2").

(2) A requested/ proposed publication date to coincide with the AVN production schedule, and additional information as needed.

(3) A comment indicating if flight inspection is required by a certain date.

(4) A prominently located, stamped or printed remark indicating the status of the procedure (see Paragraph 7): "New Flight Check (NEW FLTCK)", "Resubmitted", or "Replacement".

(5) A prominently located, stamped or printed remark indicating "LP", "LPV", "MagVar", or "DME/ DME", for those types of procedures.

(6) Special comments, such as:

(a) New equipment, airport or runway construction, or establishing procedures at airports with no prior IFR service.

(b) Area Navigation (RNAV) GPS procedures that replace an existing Global Positioning System (GPS) procedure include the statement, "THIS REPLACES GPS RWY XX".

(7) Phone numbers of the applicable National Aeronautical Navigation Services point of contact.

(8) For *resubmitted* packages, the reason(s) why it is resubmitted (see Paragraph 7).

(9) For a group of packages, a numbering system to indicate which number that PC represents within the total number in the group (e.g., "1 of 23", "2 of 23", etc.).

b. Flight Inspection Graphic (FIG). FIG(s) are computer-generated graphics produced by Terminal Procedures and Charting. The package must contain a graphic for each procedure, except Airport Surveillance Radar (ASR), Precision Approach Radar (PAR), textual Departure Procedures (DP(s)), Diverse Vector Areas (DVA(s)), and Fixes. Procedure packages without FIG(s) will be coordinated between National Aeronautical Navigation Services and FICO personnel. Sketches or hand-drawn FIG(s) are not acceptable. National Aeronautical Navigation Services personnel will ensure each FIG meets the following requirements:

(1) It is prominently marked, "PROTOTYPE, NOT FOR NAVIGATION".

(2) Background and supporting features do not interfere with chart legibility.

(3) For procedure amendments, including STAR(s) and SID(s), a legible, unedited copy of the existing procedure is included for comparison purposes. This is annotated with "Old" or "Existing" to differentiate it from the proposed procedure. Nothing should be highlighted on either copy.

- (4) Radials, bearings, headings, magnetic (MAG) and true courses are depicted to the nearest whole degree.
- (5) DME and waypoint mileage values are depicted to the nearest tenth of a nautical mile (nm).
- (6) For RNAV FIG(s), including standard terminal arrival routes (STAR(s)), standard instrument departures (SID(s)) and departure procedures (DP(s)):
 - (a) TRUE courses are depicted to the nearest whole degree, in parentheses, for each segment or leg.
 - (b) All the procedure waypoints are listed on the plan view (where space is available) in alphabetical order, with their coordinates to the nearest thousandth of a minute.
 - (c) Special requirements (e.g., grid information, when applicable).
- (7) Include accompanying RNAV-PRO runs and other supporting documents, if applicable.

c. Extended Service Volume (ESV) Requests. ESV(s) must have Frequency Management Office (FMO) approval before flight inspection. Each ESV request will accompany the Form 8260-2 for each named fix. Requested altitudes, distances, facility names and components, and all other supporting data listed on the ESV form must accurately reflect the data from the appropriate 8260 series forms and data sheets, as well as any other supporting documents in the package.

d. Maps. Color copies of maps will clearly depict the obstruction areas and controlling obstacles. Procedural segments must be easily distinguished from the background and other features. Each controlling obstacle will be clearly marked and numbered to match the obstacles listed on the corresponding FAA form. The following items will be included:

- (1) A 1:500,000 scale map depicting all procedure segments. More than one map of this scale may be included if all segments cannot be clearly depicted on a single map. These maps will be printed on and electronically formatted for 8 ½" x 11" bond paper.
- (2) All procedures must contain a 1:100,000 scale map (or next smallest scale available) depicting the final segment, circling areas, and as much of the missed approach as possible, or the first portion of the departure procedure (DP). These maps will be printed on and electronically formatted for 8 ½" x 11" bond paper.
- (3) For more than one type of final approach segment or multiple RNP lines of minima combined on one chart, provide a separate 1:100,000 scale map (or next smallest scale available) depicting each final type/ RNP level, the initial portion of missed approach, and the final/ missed controlling obstacle(s) if applicable (e.g., for RNAV (GPS) provide separate maps for LP, LPV, LNAV/ VNAV, LNAV as appropriate; for RNAV (RNP) provide separate maps for RNP 0.30, RNP 0.22, RNP 0.17, RNP 0.11, as appropriate). These maps will be printed on and electronically formatted for 8 ½" x 11" bond paper.

(4) For airways, applicable portions of the en route high/ low altitude airway on a sectional aeronautical chart printed on and electronically formatted for 8 ½" x 11" bond paper. When more than one page is required, label the pages 1 through end number, either starting west to east or north to south, in order.

(5) For STAR(s) and Charted Visual Flight Procedures (CVFP(s)), only those items provided by Air Traffic (AT) are included.

e. Other Documents. All other miscellaneous forms and documents included in the package must be listed in the PC's "Procedure Comments" block. Except for FIG(s), maps and supplemental information, copies of FAA forms should be two-sided, when feasible.

f. Changes and Revisions. For every change or revision, the appropriate blocks of the submitted forms will include detailed, accurate information. Flight inspectors use this information to determine what portions of a procedure require airborne inspection. Changes or revisions involving distances, altitudes, bearings, and courses must be accurately annotated. Generalized terms such as "updated" or "revised" must be supported with details.

g. Flight Inspection Package Stacking Order. National Aeronautical Navigation Services personnel will assemble all applicable documents for the flight inspection package in the following order (item (1) on top):

- (1) PC (Form VN 8200-6). For a group of packages, a numbering system indicates which number that PC is within the total number of packages in the group (e.g., "1 of 23", "2 of 23", etc.).
- (2) New FIG (see Paragraph 6b).
- (3) Old FIG (see Paragraph 6b).
- (4) ESV requests (see Paragraph 6c).
- (5) Maps (see Paragraph 6d).
- (6) FAA Forms (8260 & 7100 series), except for 8260-2 forms.
- (7) FAA Forms 8260-2 (alphabetical, regardless of their status, such as "Info Only").
- (8) All other pertinent information.

7. National Aeronautical Navigation Services Responsibilities for Package Processing. After the package is assembled, National Aeronautical Navigation Services personnel will stamp or print on each PC (Form VN 8200-6) one of the three procedure statuses below (see Paragraph 6a(4)). National Aeronautical Navigation Services will provide the FICO with one paper copy of each flight inspection package and one additional copy of the PC.

a. New Flight Check (NEW FLTCK). Original, changed, or amended procedures.

b. Resubmitted^{1,2}. Resubmitted packages are procedures that have been changed by National Aeronautical Navigation Services after flight inspection, or returned to National Aeronautical Navigation Services with a "REJECT" or "UNSAT" status. A Flight Inspector must give a satisfactory ("SAT") status, and sign all "Resubmitted" packages before they can be published.

c. Replacement. A replacement package is one that is replaced because of National Aeronautical Navigation Services requirements. National Aeronautical Navigation Services will provide an explanation of why the package is being replaced in the PC "Procedure Comments" block. If necessary, National Aeronautical Navigation Services will provide a list of other procedures affected.

d. Flight Validation Results:

(1) Satisfactory (SAT): Procedure accepted for publication. May or may not have advisory comments/ remarks.

(2) Satisfactory with Changes (SAT W/CHANGES). Flight Inspection will designate "SAT W/CHANGES" to a procedure that does not meet flight inspection requirements as submitted. Flight Inspection will describe, on the FIPC, the necessary changes. Prior to publication, National Aeronautical Navigation Services must coordinate with the originating Flight Inspector in order to make necessary changes that will satisfy flight inspection requirements. National Aeronautical Navigation Services will electronically document coordination with flight inspection.

(3) Unsatisfactory (UNSAT): Procedure must be modified and resubmitted for flight validation.

(4) Satisfactory Gold (SAT/ GOLD). Data integrity validated using custom database.

¹ "REJECT" FIPC(s) are returned to National Aeronautical Navigation Services when a Flight Inspector determines the procedure cannot be flight checked as submitted. If a National Aeronautical Navigation Services Specialist is able to resubmit a correction to the FICO within 24 hours, the package correction will be routed back to the Flight Inspector who rejected it. If a National Aeronautical Navigation Services Specialist is unable to submit a correction within 24 hours, the FICO will cancel the original flight inspection request and return the flight inspection package to National Aeronautical Navigation Services.

² "UNSAT" FIPC: When resubmitting a corrected package, National Aeronautical Navigation Services will place a copy of the "UNSAT" FIPC underneath the resubmittal PC. This will provide a history for the reviewing Flight Inspector.

8. FIOG Responsibilities for Package Processing. The FICO is the FIOG's Office of Primary Responsibility (OPR) for flight inspection procedure packages. Within the FICO, Flight Inspection Operations Specialists (FIOS) are responsible for all procedure package processing and coordination between National Aeronautical Navigation Services and the FIOG aircrews. The flight inspector will complete the Inspection Date block and the Inspector Signature block with the flight inspector's name signed and PRINTED.

a. Flight Inspection Operations Specialist (FIOS). After receiving a flight inspection procedure package, a FIOS assigns a FICO special control number and, if applicable, obtains a reimbursable number. The FIOS enters the procedure(s) into the Flight Operations Management System (FOMS), fills out and prints an FIPC, and finally adds a paper copy of the FIPC to the top of each respective procedure package. The FIOS retains one FIPC copy for FICO records and sends the package to the appropriate field office. DME/ DME, LPV, and Helicopter procedures require additional actions prior to distribution:

(1) DME/ DME Procedures. FIOS obtains DME/ DME procedural data from the RNP Program Office and loads it into the appropriate database and/or electronic folder for use by flight inspection aircrews.

(2) LPV Procedures. FIOS saves the final approach segment (FAS) data into an electronic folder and loads it into the appropriate database for use by flight inspection aircrews.

(3) Helicopter Procedures. FIOS accesses the appropriate electronic database, extracts the applicable procedural information, creates (if necessary) an Instrument Flight Procedure (IFP) control number, and saves the procedural data with the ARINC number into the appropriate database for use by flight inspection aircrews.

b. No Flight Check Required (NFCR) and REJECT Status. The Flight Inspector will sign and complete the FIPC and send it (with attachments, if necessary) to the FIOS for processing. The FIOS will process the FIPC according to the status annotated by the Flight Inspector:

(1) No Flight Check Required prior to flight ("NFCR" is marked on FIPC). The FIOS will:

(a) Ensure the FIPC and ESV(s), if applicable, are signed and dated by a Flight Inspector.

(b) Process FOMS entry to clear the electronic procedure record.

(c) Distribute completed FIPC(s) and ESV(s) to the National Aeronautical Navigation Services Production Integration Team.

(d) File paper copy(ies) of the FIPC(s) and coordinate the flight inspection approval of ESV(s) into the designated ESV database (currently ESVMS) for FICO records.

(2) Rejected prior to flight ("REJECT" is marked on FIPC). The Flight Inspector signs the preflight "Reviewer" block, includes the reason(s) why the procedure was rejected, and sends the package to the issuing FIOS. The FIOS returns the package to the National Aeronautical Navigation Services Production Integration Team. If the National Aeronautical Navigation Services Production Integration Team is able to resubmit the corrected package to the FIOS within 24 hours, the FIOS will

route the package back to the Flight Inspector for continued processing. If National Aeronautical Navigation Services is unable to submit a corrected package within 24 hours, the FIOS will cancel the flight inspection request and return the flight inspection procedure package to National Aeronautical Navigation Services.

c. Procedures flight inspected and found Unsat. If the Flight Inspector marks "UNSAT", he will notify the FIOS and send the FIPC and any necessary supporting documentation. The FIOS will coordinate with National Aeronautical Navigation Services.

d. Satisfactory As Submitted (SAT). When a flight inspection is complete and the procedure is satisfactory as submitted, the Flight Inspector completes the "Postflight" section of the FIPC and sends it to the FIOS, who then coordinates with National Aeronautical Navigation Services.

e. Satisfactory Pending Changes to Meet Flight Inspection Requirements (SAT w/Changes). If the procedure requires change(s) in order to meet flight inspection requirements, the Flight Inspector will select "SAT w/Changes" and then describe the necessary changes in the "Flight Inspector Remarks" section of the FIPC. The Flight Inspector completes the remainder of the "Postflight" section of the FIPC and sends it to the FIOS, who then coordinates with National Aeronautical Navigation Services.

f. The corresponding Daily Flight Log (DFL) entry must match the FIPC entry to prevent confusion.

9. Special Category (Private) Procedures.

a. No-Waiver Special Category. Special category instrument flight procedures developed by National Aeronautical Navigation Services and not requiring waivers or special certification must meet the same requirements as public procedures. The Flight Inspector will assign a status to the procedure, sign the FIPC, and electronically transmit it to the FICO as soon as practical after the inspection.

b. AFS-Approved Procedures. Special category instrument flight procedures such as third party, special aircraft & aircrew requirements (SAAR), etc., require AFS-400 final approval.

(1) If the IFP is "SAT" or "SAT w/Changes", the Status and Signature blocks on the FIPC are left blank. The parts of the procedure that were flight checked to completion are listed in the Flight Inspector Remarks block. Include the remark, "Requires final approval by AFS-400". Electronically transmit the FIPC electronically to the FICO within 24 hours.

(2) If the IFP is other than "SAT" or "SAT w/ Changes", mark the appropriate Status blocks on the FIPC and provide an explanation in the Flight Inspector Remarks block. Leave the Signature block blank. Include the remark, "Requires final approval by AFS-400".

/s/

Thomas C. Accardi
Director of Aviation System Standards

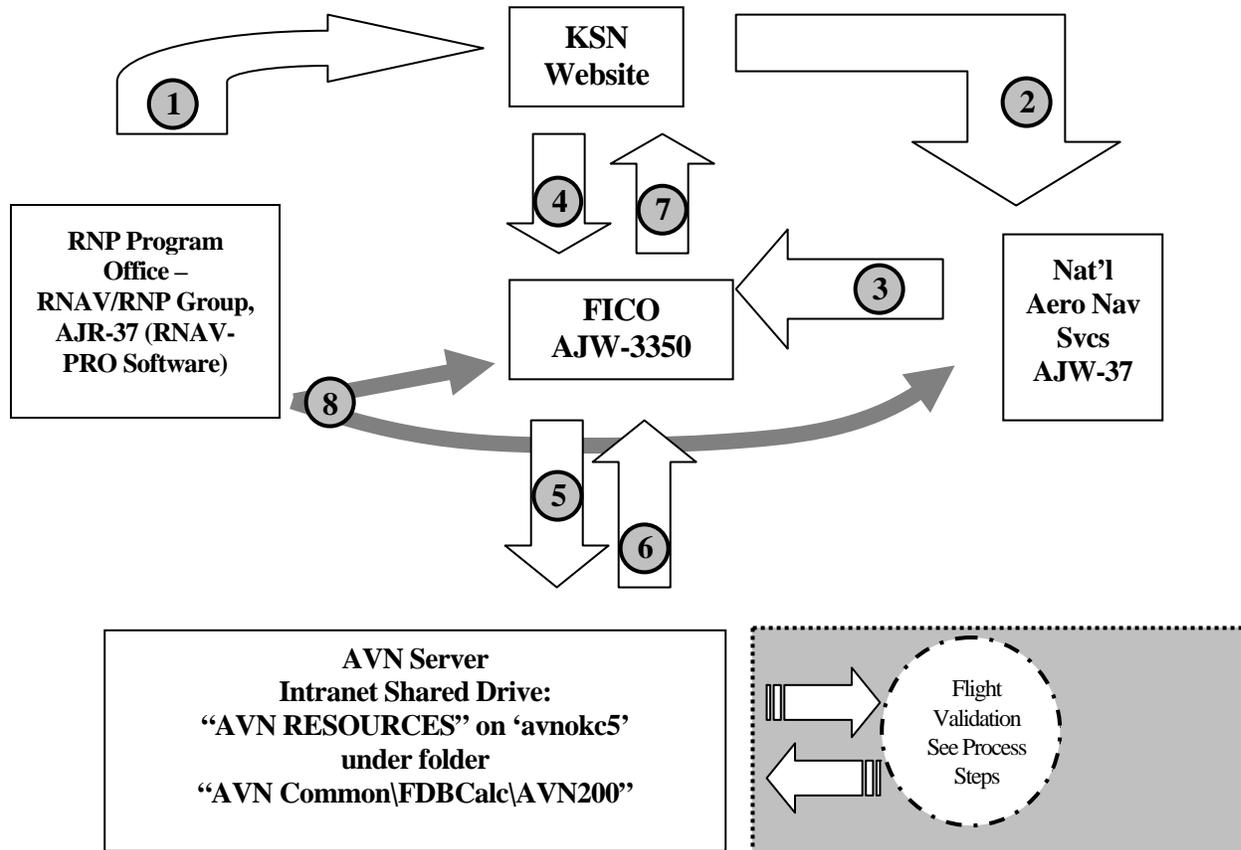
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Appendix A. DME/ DME Inspections

RNAV flight inspection packages with DME/ DME require additional data provided by the RNP Program Office. National Aeronautical Navigation Services and FIOG will coordinate on DME/ DME using the process below.

DME/ DME RNAV Procedure Process

Diagram of how DME/ DME RNAV Procedure Information is Processed for Flight Inspection



Process Steps:

1. AJR-37 posts an RNAV-PRO, DME/ DME Analysis “flight plan” (a PDF file) and associated AFIS data files (EXCEL CSV files on KSN site (aka RNP Office Procedures Site). (A DME/ DME Analysis is not required to be sent with a procedure amendment when no changes have been made to the courses, distances, altitudes, or waypoints that would impact the coding of the procedure.)
2. National Aeronautical Navigation Services downloads DME/ DME Analysis “flight plan”.
3. DME/ DME procedures that do not require published altitudes: National Aeronautical Navigation Services coordinates proposed altitudes with ATC.
4. National Aeronautical Navigation Services depicts unpublished altitudes on the FIG for each waypoint. These altitudes should agree with those used in the RNAV-PRO DME/ DME analysis.
5. National Aeronautical Navigation Services groups the DME/ DME Analysis “flight plan” with the DME/ DME Procedure Package and forwards it to the FICO.

6. FICO downloads AFIS data files from KSN site.
7. FICO posts the files on the AVN Server (AVN RESOURCES on “avnokc5” in a folder located under AVNCommon\FDBCalc\AVN200.
8. FIOG will flight check the procedure at the altitudes provided by National Aeronautical Navigation Services.
9. FIOG documents post flight inspection status on the FIPC.
10. FICO, triggered by DFL, retrieves AFIS data file from AVN server.
11. FICO sends AFIS data file to RNAV-PRO Group (AJR-37) for post processing and sends signed PC to National Aeronautical Navigation Services.
12. Email from RNAV-PRO Group (AJR-37) to FICO and National Aeronautical Navigation Services provides official notification of RNAV PRO post evaluation results.
13. If satisfactory, National Aeronautical Navigation Services processes for publication. When found Unsatisfactory, FICO and National Aeronautical Navigation Services will determine the next course of action. National Aeronautical Navigation Services communicates the plan for redesigning the procedure to RNAV-PRO Group.

Appendix B. Terms and Definitions

- 1. Flight Procedure Control Form (FIPC), VN 8200-6-1.** A form established to replace the existing Form VN 8200-6 used by National Aeronautical Navigation Services. It provides a means of tracking the progress of a procedure submitted for flight inspection and replaces the existing PC for signature purposes.
- 2. Flight Procedure Tracking Form (PC), VN 8200-6.** The current form used by National Aeronautical Navigation Services and FICO to track the progress of a procedure.
- 3. Diverse Vector Area (DVA):** An area in which a prescribed departure route is not required. Radar vectors may be issued below the minimum vectoring or minimum instrument flight rule (IFR) altitude. It can be established for diverse departure, departure sectors, and/or video map radar areas portraying obstacles and terrain (Order 8260.3B, Volume 4, Paragraph 1.1.9).
- 4. Flight Inspection Publication (FLIP) Chart.** Instrument approach procedure, standard terminal arrival route (STAR), and departure procedure (DP) charts published by the National Aeronautical Charting Office (NACO).
- 5. Instrument Flight Procedure:** IFR procedures that encompass en route and terminal operations.
- 6. Obstacle Departure Procedure (ODP).** A preplanned IFR DP printed for pilot use in textual or graphic form (AIM).

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Appendix C. Forms

Flight Procedure Tracking Form (PC), VN 8200-6

Flight Procedure Tracking Form		Action	Task Type	Date Open	Task #	Request #
Procedure:		AirportID	Airport:			Reimbursable #
City:	ST:	GPS #				
Fec ID:	Fec. Type:	Specialist:				
Procedure Review						
	Rec'd	Ret'd	Initials	Comments		
Lead:						
QA:						
Liaison:						
Procedure Comments:				Remark Type:		

VN 8200-6 (12/2008)

Flight Inspection Procedure Control Form (FIPC), VN 8200-6-1

FLIGHT INSPECTION PROCEDURE CONTROL FORM																	
PROCEDURE:		AIRPORT NAME:		AIRPORT ID:		SPCL CONT NO:											
CITY:		ST:		EST. CHART DATE:													
FAC ID:		DFL TYPE:		THIRD PARTY		EST. TIME ON SITE:		REIMB. NUMBER:									
PREFLIGHT NOTES						FLT CK REQ		NFCR		REJECT							
REVIEWER:						DATE:											
COMMENTS:						ASSOCIATED FACILITIES:						VIDEO MAP REQUIRED		YES		NO	
												ESV(S) ATTACHED		YES		NO	
												GROUND MAINTENANCE		YES		NO	
POST FLIGHT																	
INSPECTION DATE		CREW #		N #		SAT		SAT W/CHANGES		SAT / GOLD		UNSAT		NOTAM ISSUED?			
												YES		NO			
FLIGHT INSPECTOR SIGNATURE:						PRINT NAME:											
FLIGHT INSPECTOR REMARKS:																	

VN 8200-6-1 (12/2009)

Appendix D. Example FIG(s)

Figure D-1. Example: RNAV (RNP) Special SIAP

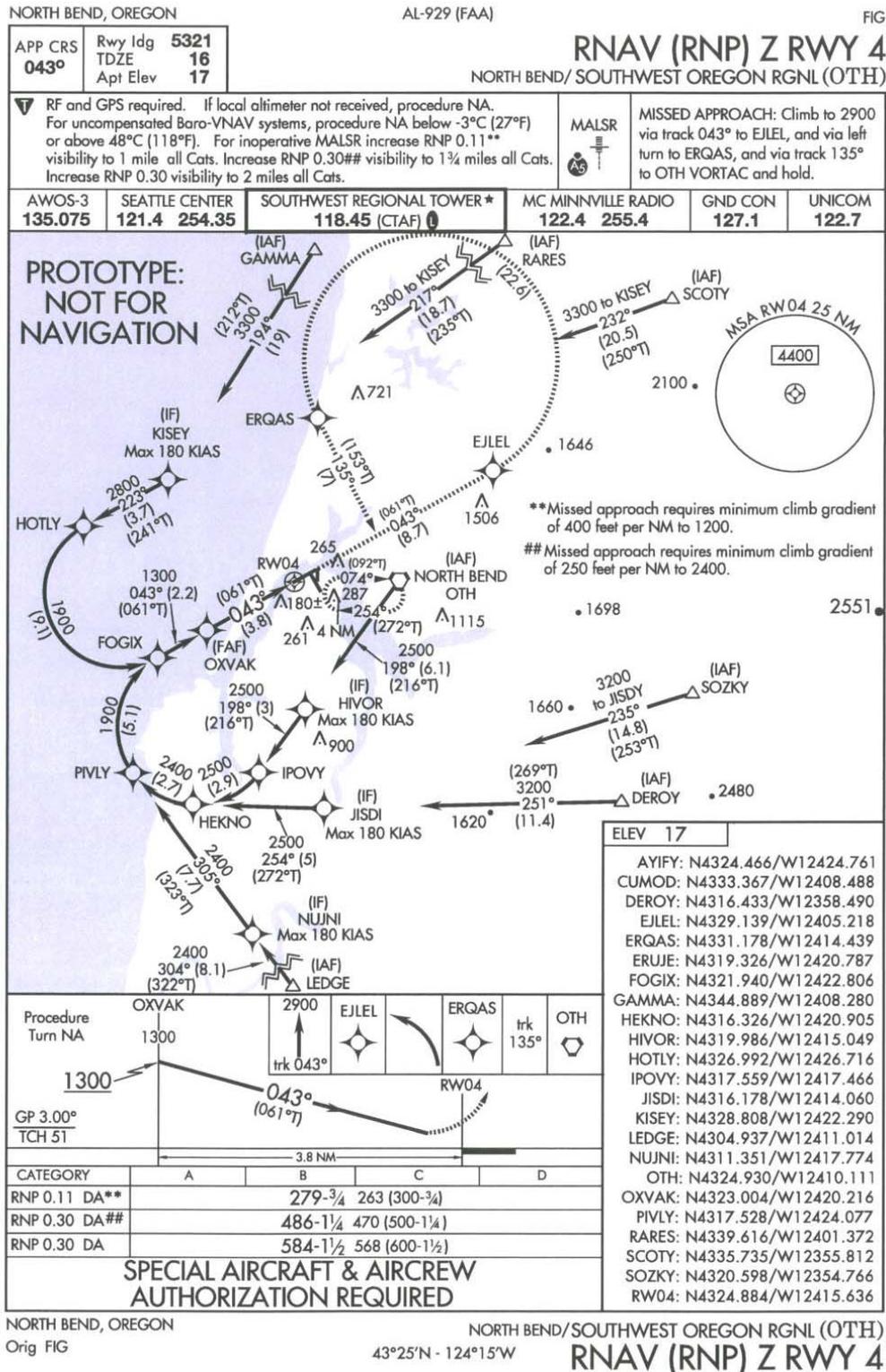


Figure D-2. Example: RNAV GPS SIAP

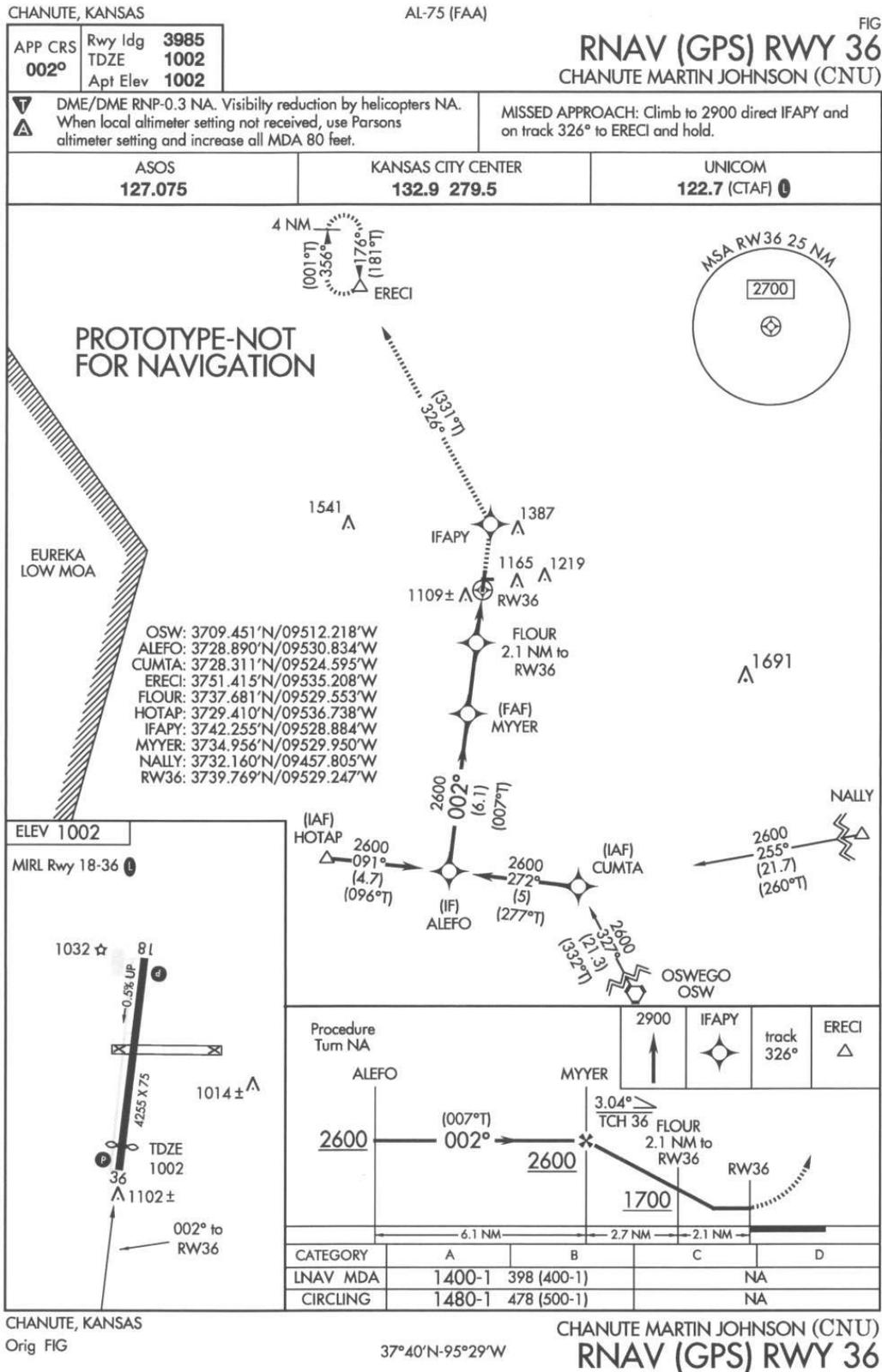


Figure D-3. Example: ILS SIAP

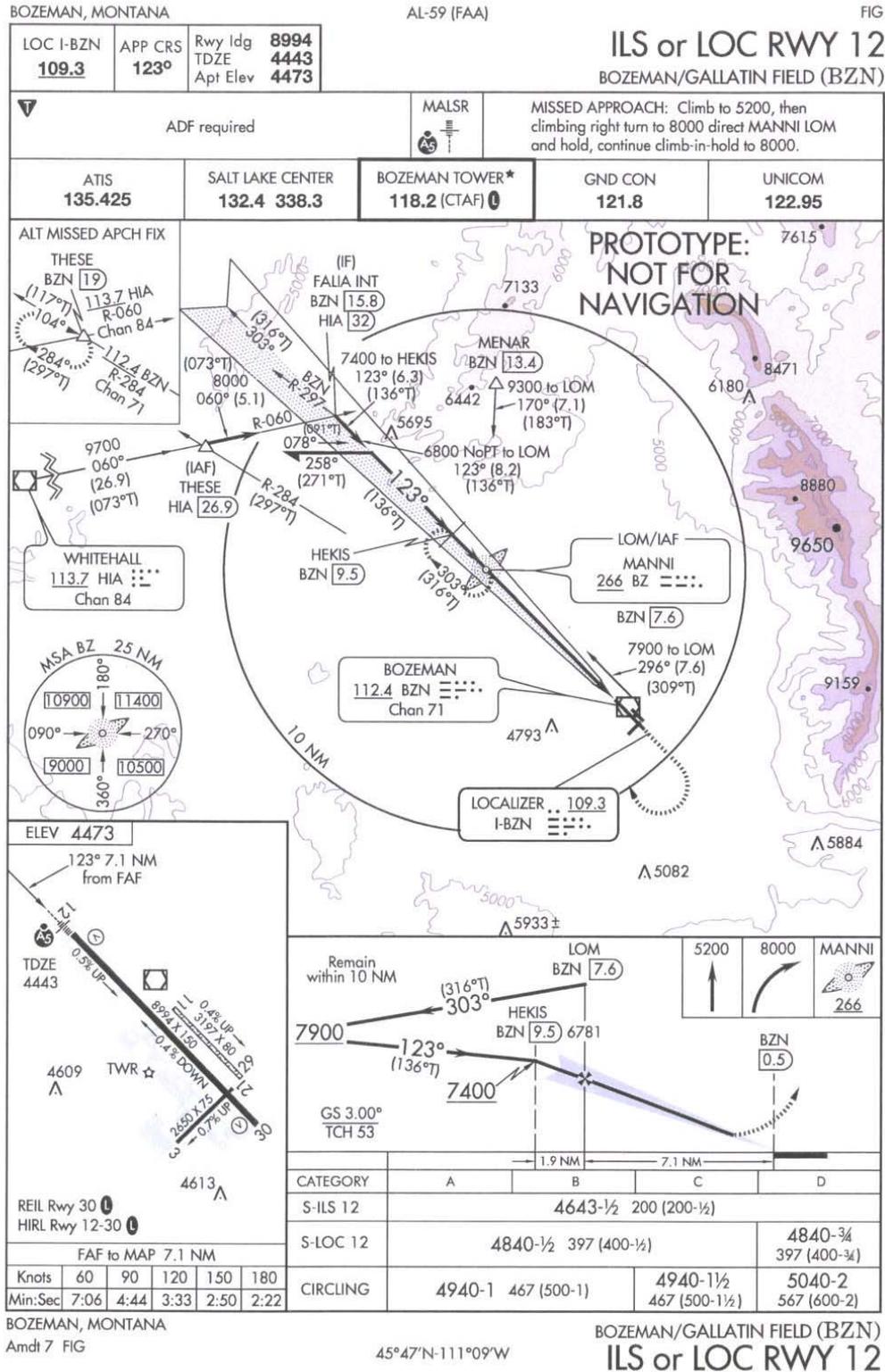


Figure D-4. Example: SID

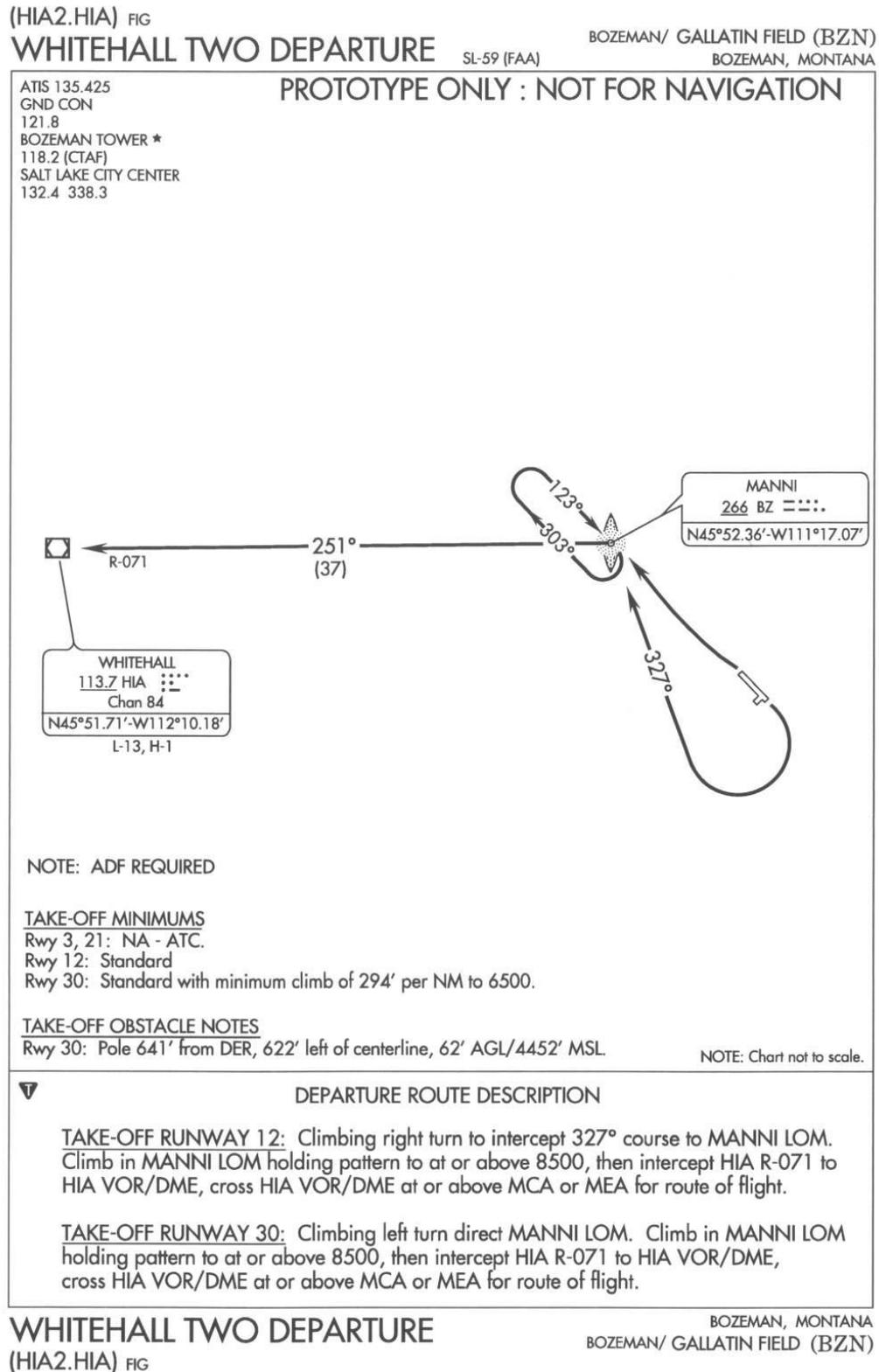


Figure D-5. Example: RNAV STAR

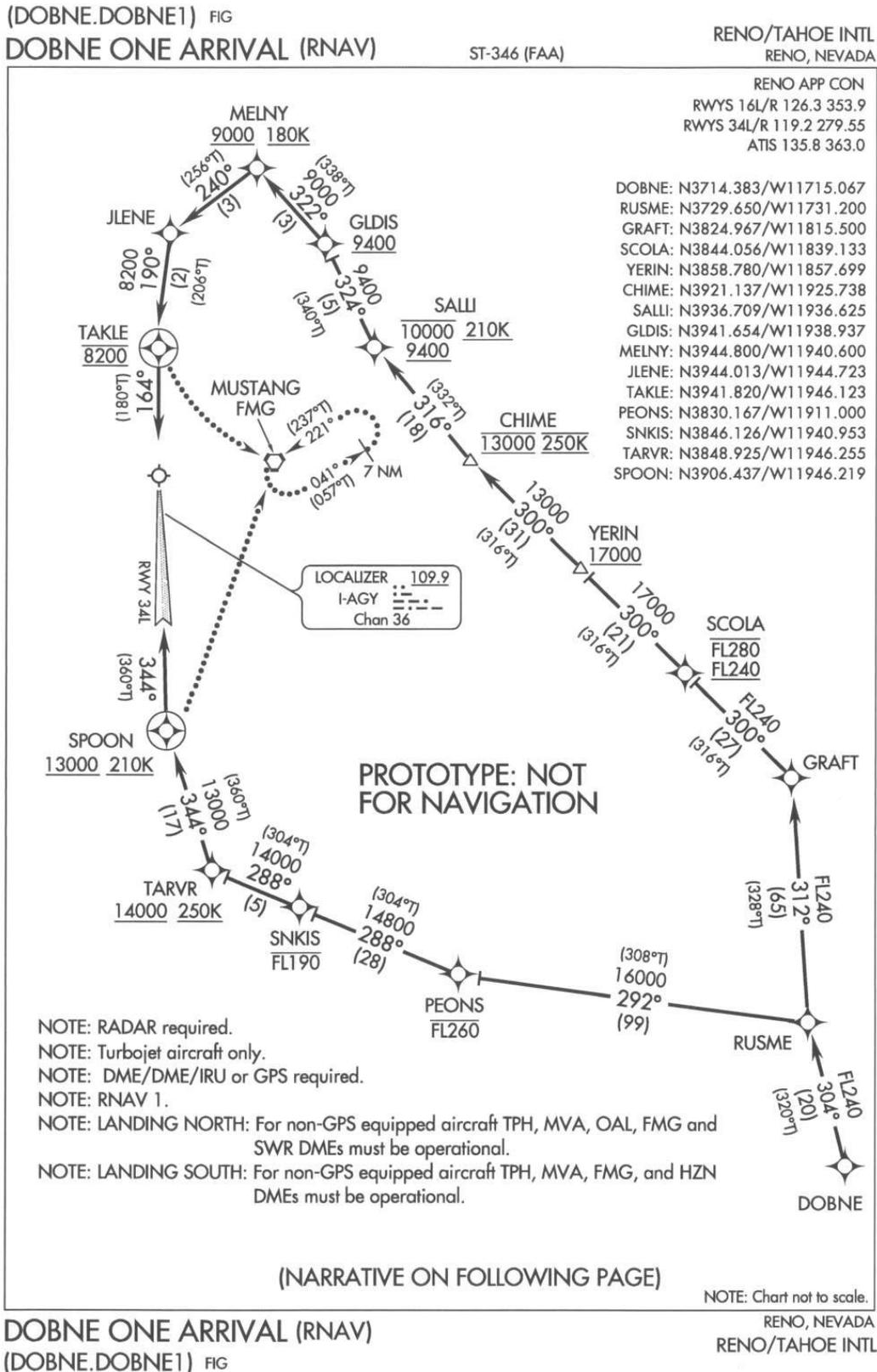


Figure D-5. Example: RNAV STAR (continued)

